

**Agency Checklist**  
**DBM-2020-Desktop Contract Processing**

Agency/Division: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Brief Description of request: \_\_\_\_\_ ADPICS Purchase Order Number: \_\_\_\_\_

Contractor : \_\_\_\_\_ Amount : \_\_\_\_\_

Is the contractor authorized to sell manufacturer's brand under DBM-2020-Desktop contract? ☐ YES Proceed with request.

Only one Category may be processed at a time.) ☐ NO, consult CPMD and/or your agency procurement staff for assistance.

**Category 1 - Microcomputers & Associated Peripherals:** ☐ Desktop ☐ Laptop ☐ Server ☐ Peripheral

- ☐ If software is included in a desktop, laptop, or server, it should only be part of the operating system. If COTS is needed, it should be purchased in a separate request to Category 3, COTS contractors.
- ☐ Installation Service per Desktop ☐ YES ☐ NO
- ☐ Stand Alone Upgrade to 24x7, 1 year Manufacturer Warranty per Unit ☐ YES ☐ NO
- ☐ Are post warranty maintenance services requested? ☐ YES ☐ NO
- ☐ Is the contractor that sold the original product from this contract providing the post warranty maintenance? ☐ YES ☐ NO (DO NOT PROCESS)
- ☐ Normal State Hours per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM
- ☐ 24 x 7 per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM

**Category 2 - Printers & Associated Peripherals**

- ☐ Installation Service per Desktop
  - ☐ Stand Alone Upgrade to 24x7, 1 year Manufacturer Warranty per Unit
- ☐ Are post warranty maintenance services requested? ☐ YES ☐ NO
- ☐ Is the contractor that sold the original product from this contract providing the post warranty maintenance? ☐ YES ☐ NO (DO NOT PROCESS)
- ☐ Stand Alone Post Warranty Maintenance (PWM)
  - Normal State Hours per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM
  - 24 x 7 per Unit ☐ 1st Year PWM ☐ 2nd Year PWM ☐ 3rd Year PWM

**Category 3 - Commercial-Off- The-Shelf (COTS) Software**

☐ Operating System to be installed on ☐ Windows ☐ Mac ☐ Linux ☐ Novell NetWare ☐ Unix ☐ Other \_\_\_\_\_

Are services such as training, staff support, IT consulting, Telecom equipment requested ? ☐ YES (DO NOT PROCESS) ☐ NO

**Agency Justification for purchase:**

- ☐ Please describe the business need and justification, which clearly indicates why the project is needed. This information will be used by DBM during the analysis of your request to obtain approval. Is this request referenced in your agency's IT Master Plan and/or an ITPR, if so, please provide supporting documentation. (Do not send a copy of the entire Agency IT Master Plan)

**Agency Budget information:**

- ☐ Funding Source (Check all that apply) ☐ General ☐ Special ☐ Federal ☐ Reimbursable ☐ Other
- ☐ Appropriation Code (8 Digit R\*STARS code) \_\_\_\_\_
- ☐ Sub Program Code (4 Digit R\*STARS code) \_\_\_\_\_
- ☐ PCA Code (5 Digit R\*STARS code) \_\_\_\_\_

**Agency required documentation:**

- ☐ Copy of the written bid request to all contractors (include selection factors e.g. product availability, delivery)
- ☐ Copy of contractor quotations and/or no bid responses
- ☐ Copy of the manufacturer's web page for each component on agency bid request
- ☐ Agency rationale for selecting the proposed contractor. Selection should be based on qualified vendor(s) meeting their discount rate that is calculated by multiplying the Manufacturer's Suggested Retail Price (MSRP) by the percentage (%) specified in the contractor's financial proposal. Price is a secondary factor after discount has been met.

**Send documentation to DBM OIT Contracts & Project Management Division:**

ATTN: 2020-Desktop, 45 Calvert St. Annapolis, MD 21401 Phone: (410) 260-7642, Fax: (410) 974-5615, email: [desktop@dbm.state.md.us](mailto:desktop@dbm.state.md.us)